

MEDICAL TEST SITE LICENSE RENEWAL INSTRUCTIONS FOR CATEGORIZED and ACCREDITED (non-waived, non-PPMP) LABORATORIES

Current Medical Test Site (MTS) licenses will expire on October 31, 2006. The Office of Laboratory Quality Assurance (LQA) will begin the re-licensing process in July. With over 3100 licensed facilities in Washington State, we need your timely cooperation in this process to assure that all facilities are re-licensed on time. The MTS rules require licensees to submit a completed renewal application form and fee 30 days prior to the expiration date of the license. Your application for renewal must be returned to LQA by **August 16, 2006** so that we can review your application, send you a fee letter, and receive your payment by October 1, 2006.

In order to have the MTS licensing cycle correspond to the Washington State Biennium, the MTS licenses will be renewed for an 8-month period running from November 1, 2006 through June 30, 2007. At that point, MTS licenses will be renewed for a full 2-year period running from July 1, 2007 through June 30, 2009. Information about MTS license renewal will continue to be provided to all MTS license holders through the Elaborations newsletter.

LICENSE RENEWAL PROCESS

The renewal process will be handled as follows:

1. Complete your renewal application and return it to our office **by August 16, 2006**;
2. LQA will review and process your application and send you a fee letter;
3. Upon receipt of payment, your license will be issued.

The renewal application will be mailed to your facility by August 1, 2006. The **pre-printed** license renewal application contains information about your medical test site from the LQA computer database.

It is essential that the information on the pre-printed renewal application be checked closely for accuracy. The information on the renewal form is entered into the MTS computer system and the Centers for Medicare & Medicaid Services (CMS) computer system. The information in the CMS database is accessed by government reimbursement agencies, such as Medicare and Medicaid, who use the information to reimburse medical claims to providers.

PRE-PRINTED INFORMATION: The demographic information contained in the MTS database is pre-printed on the first page of the renewal application. **It is critical that you review this information and modify it to reflect your current information.** If any information is incorrect or missing, write in the correct information. The pre-printed information includes:

- **NAME OF FACILITY:** The name listed on the application form should be the name you routinely use to identify your facility.
- **FEDERAL TAX ID NUMBER (EIN):** This should be the number used for tax reporting purposes. When a facility originally applies to an insurance company to be eligible to obtain reimbursement, the Tax ID Number is required information.
- **TELEPHONE NUMBER:** Be sure that the area code and phone number are correct.
- **FAX NUMBER:** Add the fax number if it is not listed.
- **ADDRESS INFORMATION:**
 - **SITE ADDRESS:** This is the physical location of the facility

- **MAILING ADDRESS:** If mail **cannot** be delivered to the site address, list a mailing address.
- **BILLING ADDRESS:** List a billing address **ONLY** if accounts payable has a **DIFFERENT** address than the site address.
- **ADDITIONAL SITES:** If your facility is already licensed as a **MULTIPLE SITE**, the name and address for each separate site is pre-printed on the renewal form. Update the existing information and add any additional sites, as necessary.

To be eligible for a multiple-site license, you must qualify as a **NOT-FOR-PROFIT** or state or local government facility that performs **LIMITED PUBLIC HEALTH TESTING** (a total of 15 or less different waived or moderate complexity tests) at different locations. If your facility qualifies for a multiple-site license and you want to consolidate sites under one license, you must submit the following with your renewal application:

- A copy of your federal 501(c)(3) tax determination letter from the Internal Revenue Service (IRS) if you are not a state or local government facility. If this is already on file with the LQA Office, you do not have to resubmit.
- Include a list of the name and address of each site that will be consolidated under one license and a list of the tests performed at each site (including waived tests). Include the MTS and CLIA numbers of each separate site if they are currently licensed separately.
- On pages 7-8 of the application form, check all the tests and record the total number of tests **performed by all the sites** on the line next to the appropriate specialty or subspecialty.

Only one license will be issued for a multiple-site facility. **It is the responsibility of the medical test site to make copies of the license for each separate site under that license.**

NOTE: Your pre-printed information may also include “additional sites” if you are performing testing at more than one location on a single campus or complex. In this case, you are not subject to the above requirements for a multiple site license.

- **PERSONNEL:** Verify that the information for owner, director, and contact person is correct. The contact person should be the person that we contact to verify information about the facility, to schedule on-site inspections, and discuss proficiency testing problems. If information is not included for owner, director, or contact person, please list the appropriate person. If the bill for your license should be sent to someone other than the laboratory contact person, please list their name and identify them as the “billing contact”.
- **E-MAIL ADDRESS:** Please list an e-mail address, if available, for the laboratory contact or director.
- **OWNER SIGNATURE:** The application form **must be signed by the owner** or authorized representative of the medical test site. Unsigned renewal applications cannot be processed.

WAIVED AND PPMP TESTING (pages 3-6)

- **WAIVED TESTS:** If your facility performs any tests classified as waived, check the specific waived test system/kit you perform using the list on pages 3-6 of this application.

PLEASE NOTE: If you are performing glycohemoglobin testing by one of the approved waived testing methods, we are asking you to provide the total number of tests performed per year.

- **PROVIDER-PERFORMED MICROSCOPIC PROCEDURES - PPMP TESTS:** Check all microscopic tests listed on page 7 that are performed in your office **by a provider** (MD, DO, DPM, ARNP, Nurse Midwife, PA, Naturopath, or Dentist). If these microscopic tests are performed by other personnel in your office, complete the information on page 7 under Microscopic Procedures.

MODERATE AND HIGH COMPLEXITY TESTING - BY SPECIALTY (pages 7-8)

Pages 7 and 8 of the renewal application list specific moderate and high complexity tests, according to test specialties and subspecialties. Place a check mark by each of the tests you perform at your medical test site. **If you perform any tests not listed, write the name of the tests under the appropriate specialty or subspecialty area or attach a list (including total volume) of these tests to the application.**

Write the total number of tests performed annually on the line next to the specialty or subspecialty as indicated. When counting the total volume of tests, count each test in a chemistry profile as an individual test. **For CBCs, count the measured parameters as separate tests.** Example: A RBC, WBC, Hemoglobin, MCV, Platelet Count and Automated differential are separate parameters measured by your hematology analyzer; the test count would be 6 separate tests. If a manual differential is performed, count it as a separate test.

Review the test listing carefully to assure that all tests you perform are included. The following are some commonly missed tests:

- Glycohemoglobin (A1C) (non-waived test) is found under Chemistry
 - Infectious mononucleosis (non-waived test) is found under General Immunology
 - Influenza is found under Virology (viral antigen detection)
 - Rapid Strep Screen (non-waived test) is found under Bacteriology
 - Serum pregnancy test (HCG, serum) is found under Endocrinology
 - Urinalysis (performed by a non-waived instrument) is found under Urinalysis
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WASHINGTON DEPARTMENT OF HEALTH QUESTIONNAIRE (pages 9-10)

In an effort to reduce the number of separate requests for information from various divisions of the Department of Health (DOH), we are asking you to fill out pages 9 and 10 of the renewal application. Please list information only for tests you perform on-site. Write your MTS number at the top of the form.

FEES: Once we receive and process your completed renewal application we will send you a fee statement that is prorated for the 8-month renewal period. **DO NOT SEND YOUR FEE WITH YOUR RENEWAL APPLICATION - WE WILL BILL YOU.** For your reference only, we provide a list of the current pro-rated fees at the end of this document.

ACCREDITED LICENSE: If your facility is **accredited and inspected** by an approved accreditation organization, you qualify for an accredited license. (This should appear on the pre-printed renewal information for your facility.)

NOTE: If you are only participating in proficiency testing, but are **NOT INSPECTED** by the organization, **YOU ARE NOT ACCREDITED.**

In hospitals, all areas of laboratory testing (including point-of-care testing on wards, in surgery, emergency departments, etc.) must be covered either by an accredited license or a MTS category license.

In Washington, a JCAHO-accredited facility may choose to have its laboratory testing areas inspected under MTS or JCAHO. It is up to the hospital to decide if it wants to license point-of-care testing areas separately from the main laboratory, but all testing areas must be covered under an MTS license.

To qualify for an accredited license you must **include proof of accreditation** by one of the CMS-approved organizations **with your MTS application**. If you have not yet been inspected by the accreditation organization, you must include proof of enrollment with your MTS application and forward proof of accreditation to LQA after your inspection by the accreditation organization has been completed.

CMS-approved accreditation organizations:

- AABB (American Association of Blood Banks)
- AOA (American Osteopathic Association)
- ASHI (American Society for Histocompatibility and Immunogenetics)
- CAP (College of American Pathologists)
- COLA
- JCAHO (Joint Commission on Accreditation of Healthcare Organizations)

REMEMBER:

- The **owner or an authorized representative must sign your completed application form.**
- The deadline for returning your completed application form is **August 16, 2006.**
- **Do not send payment** with your completed application form. **We will bill you** after reviewing and processing your application.

QUESTIONS?

Please call us with any questions you have regarding the license renewal process or completing the renewal application form. It is better to call than provide incorrect information.

Seattle (Main office) (206) 418-5600

Medical Test Site 8-Month Relicensing (November 1, 2006 through June 30, 2007) Fee Schedule - 2006

Classification/Category of License	Number of Tests/Year	MTS 8 Month Fee
Certificate of Waiver		\$ 50
PPMP		\$ 67
Low Volume	1-2,000	\$ 150
A	2,001-10,000, 1-3 specialties	\$ 455
B	2,001-10,000, 4 or more specialties	\$ 590
C	10,001-25,000, 1-3 specialties	\$ 818
D	10,001-25,000, 4 or more specialties	\$ 939
E	25,001-50,000	\$ 1,127
F	50,001-75,000	\$ 1,396
G	75,001-100,000	\$ 1,664
H	100,001-500,000	\$ 1,945
I	500,001-1,000,000	\$ 3,456
J	>1,000,000	\$ 4,148
ACCREDITED LABORATORIES		
Low Volume	1-2,000	\$ 55
A	2,001-10,000, 1-3 specialties	\$ 70
B	2,001-10,000, 4 or more specialties	\$ 77
C	10,001-25,000, 1-3 specialties	\$ 177
D	10,001-25,000, 4 or more specialties	\$ 186
E	25,001-50,000	\$ 262
F	50,001-75,000	\$ 418
G	75,001-100,000	\$ 574
H	100,001-500,000	\$ 742
I	500,001-1,000,000	\$ 2,143
J	>1,000,000	\$ 2,723